

11 August 1981

MEMORANDUM FOR: ODP MAG Members

FROM :
Chairman, ODP MAG

SUBJECT : Minutes of the 22 July ODP MAG Meeting

ATTENDEES

1. The ODP MAG meeting was held 22 July, from 0930 to 1130 at Headquarters Rm. 2D03. MAG Chairman, asked if there were any old business to be discussed. There were two items:

- (1) The ODP MAG video presentation at headquarters will be rescheduled for August. Announcement flyers will be sent out in the next couple of weeks.

2. The MAG Group then settled down to the real business at hand. The Career Development Plans (CDP) for Management, Admin and Special Projects Staffs were reviewed. Points brought out were:

- (1) Will ODP SIS career development plans be addressed separately?

- (2) Are the SIS positions appointed or are they competitive?
- (3) Part-time employees should be included in the career paths chart (e.g. admin assistants, etc.).
- (4) The SPS's CDP was well written and organized, but outdated (Sept 80). The MAG Group wants to review a more current one (if available).
- (5) Can SPS's CDP be declassified, since all of the other plans are unclassified?
- (6) The question of whether or not the AWP (Advanced Work Plan) or PAR (Performance Appraisal Report) should be defined in each Plan was discussed at length. It was decided that it should be included in each CDP.

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3. [] as QD's MAG representative effective immediately. Pat will finish out Stan's remaining term plus one year. Stan is on rotational assignment now to CSS.

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4. [] said that a memo has been sent out requesting MAG nominations to fill the 7 positions that will become open in September. Only 3 nominations have been received so far. He asked members to remind their respective offices to submit nominations.

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5. The next MAG meeting will be held Wednesday, 19 August, at 1000, [] Room 3D41.

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